

Administration

General Administration
Policies

Visitors

POLICY:

- .01 To protect the health and safety of visitors and to safeguard the Laboratory's classified work various rules apply to visitors, depending on their citizenship, the area(s) to be visited, and the nature of the visit. Arrangements for all visits must conform with the regulations and procedures in the [Security/Safeguards Policies and Procedures Manual](#). For additional information about official meetings or receptions, see [AM 615](#).

Security Areas

- .02 With proper approvals, visitors to the Laboratory may be permitted to enter security areas.

TYPES OF VISITORS:

Laboratory Visitor

- .03 A Laboratory visitor is any individual visiting the Laboratory for work-related reasons or to attend Laboratory-sponsored meetings.

Distinguished Visitor

- .04 A Distinguished Visitor is a designation assigned by Protocol (PA-2) to an individual visiting the Laboratory for exchange of information and whose position or activities may have some bearing on current or proposed Laboratory programs, policies, or funding. Assistance from Protocol may be requested for Distinguished Visitors. See [AM 615](#). Coordination with the Executive Staff Director is required for Congressional and Director-hosted visitors. Categories of Distinguished Visitors are

Government—Secretary, Assistant Secretary, or Deputy Assistant Secretary;

Congressional—members of Congress or staff directly associated with Congressional members;

Academic—University Regents, President, or Vice President;

Military—Flag Officer (for example, Generals or Admirals);

Industrial—President or Vice President; and

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Other—special categories approved by the Director, Deputy Director, or an Associate Director.

- .05 **Technical Host** — A Laboratory technical host is required for all Distinguished Visitors. A technical host is usually a member of Laboratory Senior Management. However, Senior Management members sometimes designate someone within their directorates to act as the technical host. Protocol coordinators work with the technical host to plan a visit.
- Official Visitor** .06 Official Visitor is an Affiliate category. An Official Visitor is invited to the Laboratory for a short visit to present a colloquium, conduct a seminar, or other similar activity. See [AM 1202](#) and [AM 600.II](#).
- Nonofficial Visitor** .07 A nonofficial visitor is an individual visiting the Laboratory for nonwork-related reasons.
- VISITORS UNDER 18 YEARS OLD:** .08 Visitors who are minors (under age 18) are not permitted in Laboratory work areas, but are permitted in the limited areas described in [.09-.14](#).
- Bradbury Science Museum** .09 Minors are permitted in the Bradbury Science Museum during normal hours of operation and when they are participating in special Laboratory-sponsored activities.
- Public Areas of the Otowi Building** .10 During normal business hours, minors are permitted in the Otowi Cafeteria, its side dining rooms and the patio area, and in the lobby adjacent to the New Hire and Termination Office on the second floor of the Otowi Building.
- J. Robert Oppenheimer Study Center** .11 Minors are permitted in the J. Robert Oppenheimer Study Center to attend or participate in awards presentations, colloquia, lectures, or other events to which they or a sibling is invited. Minors are permitted in the Main Library during normal

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business hours, 8:00 a.m. to 4:30 p.m., and at any time they are participating in an organized tour.

NOTE: Minors are not allowed to enter the Main Library during nonwork hours (when the badge reader is used to gain access), even if accompanied by a parent or other adult badgeholder.

The Health Research Laboratory

- .12 Minors are permitted in the Medical Library in the Health Research Laboratory (HRL) during business hours to do research for term papers, school projects, etc.

Auditoriums

- .13 Minors are permitted in the Physics Auditorium and the HRL Auditorium to attend or participate in awards presentations, colloquia and talks of general interest, musical performances, or other events sponsored by Club 1663 or its subclubs or any professional organization or society.

Other Areas

- .14 Minors are also permitted in
- Areas included in organized and approved tours (see [.22](#)-.24);
- Facilities that are used for activities sponsored by the Educational Outreach Group (HRD-5) during those activities (see [.21](#));
- Areas that are open to employees' family members & for special events, such as open houses and site picnics, provided that the division-level manager of the sponsoring organization and the Health and Safety (HS) Division Leader have given advance approval to include minors.

Supervision

- .15 All minors under age 15 must be accompanied by an adult while in the areas listed above. Minors who create a disturbance or disrupt Laboratory activities in any area will be asked to leave.

FOREIGN NATIONAL:

- .16 The Laboratory has been delegated approval authority for some types of visits and assignments of foreign nationals. Anyone who contemplates requesting a visit or assignment of a foreign

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national should carefully consider the impact on security operations. Benefits of the visit or assignment must be weighed against the security costs and risks involved.

Assignment

- .17 An assignment is the presence of an invited foreign national at the Laboratory, or at any Laboratory-sponsored event, for more than 7 calendar days in the absence of an international agreement or for the number of days specified in an international agreement. Assignments are normally for the purpose of participating in Laboratory work, gaining experience, or contributing to projects. Assignees may include employees, Affiliates, and contractors.

Visit

- .18 A visit is the presence of an invited foreign national at the Laboratory, or at any Laboratory-sponsored event, for 7 calendar days or less, or, if in accordance with an international agreement, for 21 days or less. Visits are normally for the purpose of technical discussions, orientation tours, observation of projects or equipment, contract service work, or discussion of collaboration on topics of mutual interest without participation in the work of the Laboratory.

- .19 ✂ Sponsoring organizations must submit all Laboratory and DOE requests for visits or assignments by foreign nationals, including permanent resident aliens to the Personnel Security Group (OS-12). OS-12 obtains necessary approvals. Employees who host foreign national visitors or assignees without the necessary approvals are subject to discipline, up to and including termination.

NOTE: Any visitor or assignee who is a foreign national must have the appropriate type of visa before receiving payment from the Laboratory. See [AM 1213](#).

Other Requests for Access

- .20 Foreign nationals who make direct requests for instruction or orientation visits should be referred to their embassies. The embassies notify the State Department and ensure that the country involved assumes responsibility for the proposed visitor. Contact OS-12 for requirements concerning foreign

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nationals seeking access for nontechnical purposes, such as construction work or equipment repairs.

NONOFFICIAL VISITORS:

- .21 HRD-5 coordinates visits by school groups. The Laboratory Outreach Group (PA-3) responds to requests from all other nonofficial visitors. If resources are available, nonofficial visitors may be given a tour of one selected Laboratory facility and/or briefing on Laboratory programs. Nonofficial visitors must arrange and receive approval for tours and briefings in advance.

Group Tours and Presentations

- .22 Because of Laboratory programmatic commitments, all visits by nonofficial visitors must be scheduled as time permits and at Laboratory convenience. The following groups or individuals are typical nonofficial visitors to the Laboratory:

Elementary school students;

Junior and senior high school students;

Students from colleges, universities, and vocational/technical schools;

Civic/community groups;

Industrial/private sector groups;

Public interest groups; and

Local government organizations.

- .23 Postsecondary groups (college, university, vocational, and technical school students) may receive a museum tour, Laboratory site tour, a presentation, and/or other visitor-oriented activities. Precollege groups (elementary, junior high, and high school students) are generally limited to tours of the Bradbury Science Museum but may also be given a presentation, career panel, & site tour, or program sponsored by HRD-5.

Approval of Visits

- .24 The group-level manager of the host and the group-level manager of the organization responsible for each area to be visited must approve visits by nonofficial visitors. The HS Division Leader must approve visits by groups that include minors. Visits that create security or environmental, safety, and health (ES&H) concerns must not be approved.

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EXCEPTION: Visits that are limited to the public areas of the Otowi Building, the J. Robert Oppenheimer Study Center, the Bradbury Science Museum, the Physics Auditorium, the HRL Auditorium, or the Medical Library do not require these approvals.

BRADBURY SCIENCE MUSEUM:

- .25 The Bradbury Science Museum is open to the public during scheduled hours without special prior arrangements.